

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR OFFICE AND KEYBOARD WORKER**

---

Jurisdictional Class: **Competitive**  
Date Adopted: **March 28, 2000**  
Date Revised:  
Jurisdictions: **All**  
Union Status: **CSEA (county)**  
Pay Grade: **7 (county)**

---

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this class are varied and moderately difficult. Positions often require a good understanding of agency programs, office procedures and policies and the laws and regulations which pertain to the position. The duties also require the proficient use of an alpha-numeric keyboard or typewriter. Excepting the ability to type, this class is comparable to Senior Office Worker. Incumbents must exercise independent judgment in the application of prescribed procedures and methods to routine cases. Positions in this class may involve regular contact with the public on routine matters. While some duties are the same as those of Office and Keyboard Workers, they are likely to be more difficult and complex. Incumbents lead in the work, seldom have to consult a supervisor, and train new workers. Incumbents may perform some routine fiscal work however, neither the speed nor accuracy of a proficient account clerk are required or expected. Work is performed under general supervision. Supervision may be exercised over the work of one or more clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees and participates in clerical and keyboarding duties in support of office operations;  
Prepares and maintains a variety of complex reports, files, records, letters, etc.;  
Oversees and participates in the entering of fiscal, statistical and other data in a variety of media using an alpha-numeric keyboard or other data entry device;  
Oversees and participates in the preparation of schedules, calendars, forms, bills, vouchers, purchase orders, etc. using an alpha-numeric keyboard or other data entry device;  
Transcribes from dictation tapes or longhand copy;  
Makes arithmetic computations and compiles statistical reports;  
Issues and records applications, licenses, permits, etc.;  
Collects and secures fees and issues receipts;  
Answers telephone and gives out routine information or relieves at switchboard;  
Assists the general public in understanding and completing various forms;  
Interviews people and gathers and records information and data;  
Compares and verifies data and information with standards and regulations in a screening process;  
Makes file searches and extracts material;  
Tracks data and information;  
Cleans exterior of office computers and other office equipment;  
May keep track of a small fiscal account;  
May cross-train others and be cross-trained in specialized procedures;  
May take minutes of meetings utilizing longhand, shorthand, speedwriting, or transcription of tapes via Dictaphone; however, the speed and accuracy of a professional stenographer are not required;  
Operates various office equipment such as copiers, fax machines, calculators, computer keyboards, typewriters, etc.

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR OFFICE AND KEYBOARD WORKER**

---

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of laws, ordinances, rules and regulations that apply to position to which assigned; ability to manipulate an alpha-numeric keyboard and type accurately at an acceptable rate of speed; ability to learn software programs required by the duties of the position; ability to understand and follow oral and written directions; ability to establish and maintain good working relationships with other employees and the general public; ability to supervise the work of subordinate clerical personnel; clerical aptitude; accuracy; tact and courtesy.

### **MINIMUM QUALIFICATIONS:**

**Either:**

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of clerical experience, involving the operation of a computer keyboard or typewriter; **OR**
- (B) Four (4) years of clerical experience involving the operation of a computer keyboard or typewriter; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT.